

CRAVEN COUNTY, NORTH CAROLINA

Employment Vacancy Posting

POSITION: Office Assistant IV (Position #202-3)
LOCATION: Craven County Health Department
HIRING RANGE: \$27,390 - \$28,708
JOB TYPE: Full-time/Permanent/Non-Exempt
POSTING DATE: February 18, 2016
DATE AVAILABLE: March 30, 2016
CLOSING DATE: February 26, 2016

PRIMARY PURPOSE OF POSITION

The primary purpose of this position is to order medical and office supplies for the Health Department.

ESSENTIAL JOB FUNCTIONS

Receive medical supply orders from all clinic areas. Requisition medical supplies in bulk to maintain inventory. Prepare Purchase Orders/Requisition for supplies not in stock by supplying the number, quantity and manufacturer of the item requested. Collaborate with Deputy Director regarding determination of time to order and quantity. Update supply logs by ascertaining that all supplies ordered have been received, file completed requisitions. Maintain good working relationship with both clerical and nursing staff to facilitate and guarantee even flow of medical supplies. This position receives all health department mail from the post office. Open and sort all mail, review and distribute to appropriate department. Route individual pieces of mail to proper programs and appropriate staff. Route all program and administrative mail and deliver to identified program mailboxes in Administrative area. Pick up and deliver to Deputy Director, correspondence and reports from other agencies.

ADDITIONAL JOB FUNCTIONS

In the event of a disaster, may be required to assist as needed. Must be able to walk, stoop and lift minimal weight. Valid NC Driver's license required.

MINIMUM EDUCATION AND EXPERIENCE

Graduation from high school and demonstrated possession of knowledge, skills and abilities gained through at least two years of office assistant/secretarial experience; or an equivalent combination of training and experience. Computer skills a must. Professional telephone skills.

HOW TO APPLY

Contact the Division of Employment Security for an official NC State Application (PD107) or download the application from <http://www.oshr.nc.gov/jobs/general.htm>. Applicants must be registered at www.ncworks.gov prior to submitting an application. Resumes will not be accepted unless accompanied by a completed application. Apply to Division of Employment Security, 2836 Neuse Blvd, New Bern, NC 28560. Craven County Department contact for questions is Deborah Barmann at 252-636-4960.

Craven County is an Equal Opportunity Affirmative Action Employer.

